

**Maine State Planning Office  
Waste Management and Recycling Program**

**2003 PUBLIC INFRASTRUCTURE HOUSEHOLD HAZARDOUS  
WASTE MANAGEMENT GRANTS PROGRAM**

**Part A**

**HHW RECYCLING GRANT APPLICATION**

**Grant Process**

**Step 1: State Planning Office Announces Availability of Grant Funds.**

The Waste Management and Recycling Program is announcing the availability of \$900,000 in grant funds to support public household hazardous waste management infrastructure development.

**Step 2: Applicant Submits an Application.**

Municipalities and eligible associations may apply for funds using the application format provided in this packet. Grant applications must be completed and be signed by the Town Manager, Board of Selectmen or Board of Trustees, or the official with authority to apply for and accept this state grant.

**Applications must be postmarked no later than Wednesday May 7<sup>th</sup>, 2003 or delivered to the State Planning Office by 4:30 p.m. on Friday May 9<sup>th</sup>, 2003. Faxed or electronic submissions will not be accepted.**

Assistance in completing the application is available from the Waste Management and Recycling Program staff at State Planning. Staff will meet with applicants at our office in Augusta or consult over the telephone. Please call ahead to arrange a meeting.

**Step 3: State Planning Office Reviews Proposals.**

Staff of the Waste Management and Recycling Program will review the grant proposals in cooperation with staff from the Maine Department of Environmental Protection. Other state officials may be asked to comment on applications at the program director's discretion.

**Step 4: State Planning Office Announces Grant Awards.**

The State Planning Office will announce the grant awards within 30 days after the application deadline. All applicants will be notified in writing whether or not their proposal has been funded.

**Step 5: Applicant Signs a Contract with State Planning Office.**

**(Excluding those applicants applying solely for the delivery of a pre-manufactured shed,)** Successful grant applicants are expected to sign a contract prepared by the State Planning Office, Waste Management and Recycling Program. The office will use the standard State Agreement to Purchase Services. Contracts must be signed by both an authorized official of the applicant and the State Planning Office to be valid. Information included in applications submitted by municipalities or eligible public entities will be incorporated into the grant contracts. For those public entities submitting applications on a regional basis, copies of contracts, by-laws or inter-local agreements must be included in the contract.

The contracts will also contain the following:

- Project description, budget, and schedule.
- Payment procedures
- Requirements for the return of unexpended grant funds
- Termination procedures for grant money in cases of misrepresentation or failure to proceed
- If applicable, proof of any necessary local, state and federal permits or operating license modifications
- If applicable, proof that funds have been appropriated and their expenditure authorized to cover any required local match.

**Step 6: Applicant Satisfies Contract Conditions.**

All items in the contract that are to be completed before the project begins (possible examples: operating license modifications, proof of insurance, organizational fillings such as votes to accept funds) must be documented as completed or be waived in writing by the State Planning Office. Failure to complete these activities in a timely manner may result in grant cancellation. No payments may be made until the State Planning Office accepts or waives the satisfaction of the contract conditions.

**Step 7: Applicant Commences Projects.**

Projects should be organized and ready to begin no later than 6 months from the date of the grant award, unless the State Planning Office has approved an alternate work schedule.

**Step 8: State Planning Office Reimburses Applicant for Expenses Incurred.**

As purchases are made, the grantee submits reimbursement requests to the State Planning Office. The State Planning Office reimburses the approved project expenses as defined by the project budget.

**Step 9: Applicant Completes the Project.**

When all allowed expenses have been reimbursed, the project is completed. This should occur within 18 months of the award unless the State Planning Office approves an extension.

**Step 10: Applicant Maintains the Conditions of the Contract until Terminated.**

The terms of the contract will remain in force until the seventh anniversary of the project completion. During this period, the grantee must continue to own and use the project equipment for its intended purpose.

## **2003 Part A HHW MANAGEMENT Grants** **APPLICATION FORM**

The following standard options for assistance are currently available. Please check all options for which you are applying.

- ☐ 8'x12' pre-manufactured shed to provide storage capacity for the recycling of mercury added products only.
- ☐ Central Accumulation Facilities (CAF) serving stand-alone programs or small regions to provide storage capacity for the recycling of mercury added products, cathode ray tubes (CRT's), and other waste items that are currently listed under the definition of universal wastes.
- ☐ Central Consolidation Facilities (CCF) serving large regional programs to achieve regional economy of scale for the recycling of mercury added products, cathode ray tubes (CRT's), and other waste items that are currently listed under the definition of universal wastes.
- ☐ Storage capacity for the collection and recycling of waste oil.
- ☐ Storage capacity for the collection and recycling of waste anti freeze.
- ☐ Storage capacity for the collection and recycling of waste paint.

### **A. General Information**

#### **Applicant Information:**

Name of Applicant (municipality/ regional group/ sewer district) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

County(s) \_\_\_\_\_

Estimated Population to be served \_\_\_\_\_

#### **Contact Information:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

We intend to post information about this program on our website. Do you have access to Internet?    ☐ Yes    ☐ No

## **B. Regional\* Applicants Only**

\*A regional association means 2 or more municipalities that have formed a relationship to manage the solid waste generated within the participating municipalities and for which those municipalities are responsible. For the purposes of this application, a regional association may include counties and quasi-municipal corporations provided the counties or quasi-municipal corporations, when acting by themselves within their own jurisdictions, are capable of exercising all of the powers of the regional association.

Non-governmental regional entities such as non-profit organizations that have government entities (e.g. a city, town) as members may apply through a sponsoring municipality. The grant agreement would be between SPO and the municipal sponsor.

**Is this a regional application?**    ☐ **Yes**    ☐ **No**

**If yes, please complete the following:**

**Please identify the sponsoring municipality, public entity, or region:**

\_\_\_\_\_

Please list municipalities participating in your regional group and their census 2000 populations. (You may use a separate sheet or print out.)

<u>Municipality</u>	<u>Population</u>	<u>Municipality</u>	<u>Population</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **C. Stand Alone or Single Municipality Applicants**

**Are you going to allow residents from other communities into your facility on a fee basis?**    ☐ **YES**    ☐ **NO**

## **D. For All Applicants**

**Please list physical address and location of each project covered by this proposal. Please indicate if facility will be indoors, and the site (e.g. DPW, Transfer Station, Recycling Center, other).**

Mercury Products Shed \_\_\_\_\_

Central Accumulation Facility (CAF) \_\_\_\_\_

Central Consolidation Facility (CCF) \_\_\_\_\_

Waste Oil Tank \_\_\_\_\_

Waste Anti Freeze Tank \_\_\_\_\_

Waste Paint Storage \_\_\_\_\_

Has your municipality or region sponsored or participated in a household hazardous waste collection event? ☐ **Yes** ☐ **No**

**Operating funds** Does your municipality/region have the funds available in its FY2003 or 03-04 budgets to fund the operational costs (collection, recycling, and/or disposal) for managing the proposed waste materials? ☐ **Yes** ☐ **No**

**Please list the proposed operating schedule** (daily, weekly, monthly, by appointment, etc) for each proposed option:

Mercury Shed \_\_\_\_\_ CAF \_\_\_\_\_ CCF \_\_\_\_\_

Waste oil/Antifreeze \_\_\_\_\_ Waste Paint \_\_\_\_\_

**Training.** Will your department/program be able to send necessary employees to a mandatory state provided training program? ☐ **YES** ☐ **NO**

**Supervision.** Will the proposed facility be attended or in the line of sight of a staffed position? ☐ **YES** ☐ **NO**

### **Public education and awareness Program**

Public education is a required component of all applications. Education shall include alternatives to purchase and disposal of hazardous household products. Please check off all items that will be included in your project:

- ☐ School education programs, including any colleges located in the community
- ☐ Adoption of a constant symbol and color
- ☐ Public presentations ☐ Radio
- ☐ TV ☐ Newsletters
- ☐ Newspaper articles, ☐ Advertisements
- ☐ Flyer ☐ Inserts
- ☐ Periodic displays at libraries ☐ retailer awareness campaign
- ☐ Other \_\_\_\_\_

### **E. Project Details**

Please answer the specific questions under each option for which you are applying for grant funding. *(NOTE: the exact amount of grant awards will depend upon the number of applications, population served, and the availability of funds.)*

#### ☐ **Mercury Added Products Shed**

A pre-manufactured 8'X12' wooden storage shed to be constructed and delivered at no cost to the municipality or program. The shed is designed to current ME DEP standards for the collection and storage of mercury added products. Mercury added Products are fluorescent lamps thermometers, thermostats, mercury devices, medical and scientific devices, switches, and relays, either whole or in part. PCB containing lighting ballasts may also be collected and stored. Applicant must provide a suitable secure location and electrical hook up.

Are you currently collecting mercury added products? ☐ **YES** ☐ **NO**

- If so, how are you doing it? Please check all that apply.
  - At a special mercury products collection event? \_\_\_\_\_
  - As part of an annual HHW collection event? \_\_\_\_\_
  - At a municipal drop off site? \_\_\_\_\_
- Are you charging a fee to residents? ☐ **YES** ☐ **NO**
- Are you currently allowing small businesses and public facilities to use your program? ☐ **YES** ☐ **NO**
  - If so, are you charging a fee for businesses? ☐ **YES** ☐ **NO**

#### ☐ **Central Accumulation Facility**

SPO will award one time grants of up to \$7,000.00 for reasonable and appropriate new construction or for modification of existing structures to ME DEP standards. The facilities are intended to serve stand alone programs and/or small regions for the storage and collection of the following waste items: LAMPS (fluorescent lamps, high

intensity discharge lamps, neon lamps, mercury vapor lamps, high pressure sodium lamps, and metal halide lamps); MERCURY ADDED PRODUCTS (thermometers, thermostats, mercury devices, medical and scientific devices, switches, and relays, either whole or in part); CATHODE RAY TUBE DEVICES (computer monitors and computer components, televisions); and PCB CONTAINING LIGHTING BALLASTS.

Are you currently collecting or have you collected in the past any of the waste items listed above? ☐ **YES** ☐ **NO**

- If so, how are you doing it? Please check all that apply.
  - At a special products collection event? \_\_\_\_\_
  - As part of an annual HHW collection event? \_\_\_\_\_
  - At a municipal drop off site? \_\_\_\_\_
- If so, are you charging a fee to residents? ☐ **YES** ☐ **NO**
- If so, are you currently allowing small businesses and public facilities to use your program? ☐ **YES** ☐ **NO**
- If so, are you charging a fee to businesses? ☐ **YES** ☐ **NO**

***If you are charging fees, please include a copy of the fee schedule with this application.***

The CRTs will need to be handled on pallets. Do you own/have access to a forklift, pallet jack, loader, or skid steer with forks?

☐ **Yes** ☐ **No**

### ☐ **Central Consolidation Facility**

SPO will award grants of up to \$35,000.00 specifically for large regional proposals to construct facilities that will achieve regional economy of scale. It is anticipated that the facility will serve as a load consolidation center for the same waste items collected and transported from the smaller central accumulation facilities, or through special or annual collection events, and by direct deliveries from residents and small businesses.

### **Proposal requirements**

- **Matching Funds.** SPO will reimburse up to 75% of the approved costs of the consolidation facility. Your program, region, or municipality will need matching funds available of at least 25% of the proposal cost.
- **Existing Infrastructure.** On a separate sheet of paper, please describe your existing infrastructure and operations. Please include information on:
  - a. Your experience with HHW or special waste collections,
  - b. History of regional cooperation,
  - c. Existing program staff, assets, and resources available, particularly transportation and trailer loading assets.
- **Scope of the project.** On a separate sheet(s) of paper, please provide the following information:
  - a. A map and basic site plan with the proposed location of facility, proposed layout, with front and side elevations,
  - b. The fiscal sponsor and proposed operator,

- c. Source of operating funds,
- d. Project timetable,
- e. Project budget,
- f. If applicable, tipping or other fee agreements with participating communities, and/or area small businesses.

Also, please include letters of support from each participating municipality indicating what steps, if any, they still need to take to participate (e.g., Board of Selectmen vote, budget approval, etc.)

### ☐ **Waste Oil and/or Waste Antifreeze Storage Facility**

SPO will award grants of up to \$5,000.00 for expenses related to the purchase and installation of a waste oil collection tank and the required supporting infrastructure, including sealed pad, open shed structure, secondary containment, piping and funnel system. SPO will award grants of up to \$3,500.00 for the similar infrastructure for the collection of antifreeze.

Are you currently collecting waste oil and or antifreeze? ☐ **Yes**    ☐ **No**

- If no, please explain how the waste oil / antifreeze collection will be staffed and funded: \_\_\_\_\_

\_\_\_\_\_

- If yes, where is the collection located: \_\_\_\_\_

\_\_\_\_\_

- If yes, what size and type are the storage tanks: \_\_\_\_\_

\_\_\_\_\_

- If yes, what is the annual volume of waste oil and/or antifreeze collected for the most recent year for which you have records?

\_\_\_\_\_

### ☐ **Waste Paint**

SPO will award grants of up to \$3,500.00 for reasonable and appropriate new construction or modification of existing structures to ME DEP standards for the collection and storage of waste paint. Grants funds may also be used for the purchase of prefabricated flammable paint storage cabinets to be used for storage inside an existing structure, and for the purchase of waste paint can crushing, containment and bulking equipment.

### **Project description**

On a separate sheet of paper, please describe your management plan for the recycling of waste paint, the disposal of waste paint that cannot be recycled, and the recycling of the paint cans.



### ☐ **Alternate proposals**

SPO desires to provide the applicant with the opportunity to present alternate proposals to the standard options. The following conditions and information must be met and provided in any alternate proposal:

1. Must provide for at least 50% matching funds
2. Must address waste mercury added products, CRT devices, waste oil, waste paint, waste antifreeze or other waste products in the household hazardous waste stream
3. Must be infrastructure, e.g. facility or equipment
4. Must meet goal of the grants program, that is divert materials to higher use and reduce the toxicity of the waste stream.
5. May require additional review in order to ensure compliance with all regulations and operating standards.
6. Please describe the following:
  - a. Material(s) collected
  - b. Budget
  - c. Project timeline
  - d. Physical location

**I am the official with authority to apply for and accept this state grant, and I certify that the information provided here is accurate to the best of my knowledge.**

**Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Name**\_\_\_\_\_ **Title**\_\_\_\_\_

**Community/Region**\_\_\_\_\_

**Return completed applications by 4:30PM, Friday, May 9<sup>th</sup> 2003 to:**

Rhonda Cartlidge  
Maine State Planning Office  
184 State Street  
38 State House Station  
Augusta, ME 04333-0038

### **Contact Information**

Sam Morris 207-287-8054 [Sam.Morris@maine.gov](mailto:Sam.Morris@maine.gov)  
Tom Miragliuolo 207-287-9074 [Tom.Miragliuolo@maine.gov](mailto:Tom.Miragliuolo@maine.gov)  
Toll Free 1-800-662-4545  
184 State Street  
SHS 38 Augusta, ME 04333-0038  
[www.recyclemaine.com/grants](http://www.recyclemaine.com/grants)